

MAKHADO MUNICIPALITY

**TENDER NO. 7 OF 2013
SHORT TERM INSURANCE FOR PERIOD OF THREE YEARS**

Suitable service providers are invited to tender for the Short Term Insurance Portfolio for period of three years. Bidders are requested to bid as per specification attached to the bid documents that will be obtainable from **22 May 2013** at the Procurement Office No. B043 upon payment of a non-refundable amount of **R200**.

Compulsory briefing session will be held on **24 May 2013 at 10:00** at Council Chamber, Ground Floor, Makhado Civic Centre.

Completed bid documents signed by a duly authorised person, sealed in an envelope clearly marked "*Tender No. 7 of 2013: Short Term insurance for period of three years*" must reach the undersigned by depositing it into the tender box at the foyer of the main entrance to the Civic Centre by not later than **12:00 on Friday, 7 June 2013** when all tenders received will be opened in public in the Executive Committee Chamber, First Floor, Civic Centre, No. 83 Krogh Street, Makhado.

The Municipality is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid. Bids must remain valid for a period of ninety (90) days after closing date of submission thereof. Submitted tenders will be evaluated on **90/10** score points.

Bids which are late, incomplete, unsigned or submitted in pencil or by telegraph or facsimile or electronically by e-mail, or not having the following documents attached for evaluation or not complying with the tender specifications, will not be evaluated and will be disqualified:

- Original valid Tax Clearance Certificate
- A certified copy of Company Registration Certificate
- Certified copy/copies of company owner(s) ID Book(s).
- BBBEE Certificate (For Preferential Points)
- Registration with Financial Services Board (FSB)
- Registration with South African based Insurance Broking Organization
- Three year audited Financial Statement

All technical enquiries can be directed to the Chief Financial Officer, Ms M P Makhubela or MS E Lubisi at (015) 519 3000, while procurement enquiries should be directed to Mr N A Mathivha at (015) 519 3044.

Civic Centre
83 Krogh Street
MAKHADO

Notice No. 38/2013
File No. 8/3/2/1123

MR. I P MUTSHINYALI
MUNICIPAL MANAGER